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ABSTRACT

A task force of librarians and audiovisual specialists produced this set of nonprint media guidelines. It is aimed at resolving the differences among the several guidelines currently available for the cataloging of nonprint materials and at establishing a media code suitable for both manual and automated systems. Rather than being tailored to the activities of any specific library, these guidelines offer recommendations for basic procedures, terminology and codes essential to the organization of all nonprint media. Standards are provided for bibliographic records, cataloging, classification, subject headings, media designations, and media codes. In addition, a short bibliography of basic references for the organization of nonprint media is also appended. (LB)

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NONPRINT MEDIA GUIDELINES

A task force of librarians and audiovisual specialists assembled on November 10, 1972 to resolve the differences among several guidelines currently available for the cataloging of nonprint materials, and to establish a media code suitable for both manual and automated systems. Two formal meetings of the Task Force were made possible by funds from the Baker and Taylor Company. However, the resulting recommendations of this Task Force are not tailored to the activities or procedures of any single library or processing center. Rather, they are in the judgment of the composite Task Force membership, recommendations for the basic procedures, terminology and codes essential to the organization of all nonprint media. While the Task Force questions the feasibility or desirability of complete standardization of all aspects of bibliographic control they do strongly recommend the widespread adoption of the basic elements given in this report.

Members of the Task Force were chosen by the Chairman who selected, in conjunction with consultants, those persons from all types of library and information science service centers that have shown leadership, demonstrated a special expertise, placed their ideas before their peers in writing, and agreed to serve in this capacity. They continued there without remuneration. Each person represents his own extensive experience in the practice, administration, and utilization of nonprint media as well as different geographic regions and size of institution. They are leaders in their professional organizations and most have published writings in the field. Although some members of the Task Force have differing views on some aspects of these guidelines they all agree to the urgent need for them and that these are the few basic guidelines for which universal acceptance is needed.

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NONPRINT MEDIA CATALOGING, CLASSIFICATION, AND DESIGNATION

Recommended Standards

1. Bibliographical Records

Bibliographic information for both print and nonprint media should always be made compatible, and wherever possible, integrated into one card catalog, book catalog, automated listing or microform record. Data should allow for a single or divided (two or more units) catalog of bibliographic information.

2. Cataloging

The basic principles of cataloging as set forth in the Anglo-American Cataloging Rules are the adopted standard. The rules for main and added entries in Parts I and II are applicable to nonprint materials. The essential elements of information and their usual sequence are, if appropriate: author, title, medium designation, edition, producer-distributor, sponsor, date, physical description series, educational level, note, content description, and tracings. Additional information may be given in the body of the card or in notes as prescribed in the Anglo-American Cataloging Rules. All data should be compatible for manual and automated systems.

Two or more interdependent media are cataloged by the dominant media, with the less significant media listed in the physical description or in a note, e.g., a filmstrip and a tape recording which explains the pictures of the filmstrip are cataloged as a filmstrip; a tape recording and a filmstrip which illustrates the sound visually are cataloged as an audiorecording.

A package of two or more media, all significant and related but not necessarily interdependent, is cataloged as a kit. Bibliographic information for kits should be sufficient to enable each part to be treated as an analytic entry, or as a separate integral unit with its own main entry.

3. Classification

A classification scheme best suited to the full integration of the subject content of print and nonprint media is recommended. The Library of Congress and Dewey Decimal classification (unabridged and abridged) schemes have proven useful for the organization of both. All formats of media should be classified by the same scheme. Bibliographic records should be fully integrated although the physical units of materials may be segregated into separate areas due to special requirements for shelving, storage, humidity control, and equipment. If segregated collections of specific media are maintained a simple sequential order for storage may be preferred. This is useful for archive collections, collections that are closed to the public and very small collections. It should, however, be remembered that small collections increase in size and closed collections may become open for browsing purposes.

4. Subject Headings

It is recommended that the same list of subject headings be used for all formats of media. If either the Library of Congress or the Sears List is favored for one medium it should be used for the others. This is particularly important to the integration of bibliographic records.

5. Media Designations

Media designations are used to distinguish one type of physical format from another in both the bibliographic and classification data. They should always be given in full (spelled out) unless it is absolutely necessary to use code symbols. Media designations are either general designations for basic formats or specific designations for the more exact identification of media formats.

A. General Physical Form Designation in the Bibliographic Record

The general media designation, in singular form, is always given in parentheses or brackets following the full title. Its purpose is to notify the user briefly and immediately of the general type of material listed. Users interested in the type of material designated will be prepared to read further for more detail while those not interested in this general type of material may pass on to the next listing.

The use of general designators may also prevent the proliferation of media designations, a hazard associated with the use of specific designators. In either case the use of a standard list of terms and codes is recommended. It is anticipated that the general designations listed in these recommendations will be hospitable to future media.

B. Specific Physical Form Designation in the Bibliographic Record

The specific media designation, if used, is given in the physical description or in a note. Its purpose is to refine further a specific function of the primary media and to indicate the type of equipment required to use the material. If needed, information concerning the specific type or make of playback equipment required to use the material described is given in a note.

6. Media Codes (symbols)

A. Media Designations in the Classification Data

Media designations that accompany the classification number are placed above it and become part of the call number. However, should media be stored in separate areas, specific media designations in conjunction with the call number may be needed for location purposes. The degree of specificity is determined by the media distinctions needed for location, shelving and filing. In highly integrated collections general media designations are usually sufficient.

In manual systems the media designation, spelled out in full and without abbreviation whenever possible, may be needed in the call number for ease of recognition. Codes are desired under some circumstances for brevity. A list of recommended designations and codes are attached. They should be followed for either a manual or an automated record system.

B. Automated Systems

Automated procedures usually require the codification of data. It is recommended that codes for media designation in automated records be the same as those for media designations in manual systems. These designations include both the general designations and the specific designations for the physical forms of media. The same designations should be used, if needed, in other pertinent records such as acquisitions, circulation, and inventory.

C. Color Codes

Color codes are not recommended for the designation of specific forms of media. This practice is discouraged for both manual and automated systems and is particularly impractical in automated systems.

MEDIA DESIGNATIONS AND CODES

The following term and codes are recommended as standard for general and specific media designations and their use exactly as given below is encouraged.

General Designation	Specific Designation	Code
I. AUDIORECORDING		AA
	a. Audiobox	AB
	b. Audiocard	AS
	c. Audiocartridge	AR
	d. Audiocassette	AC
	e. Audiocylinder	AY
	f. Audiodisc	AD
	g. Audioroll	AO
	h. Audiotape	AT
	i. Audiowire	AW
II. CHART		CA
	a. Chart	CH
	b. Flip chart	CF
	c. Graph	CG
	d. Flannel board	CL
	e. Wall chart	CW
	f. Relief chart	CR
III. DATA FILE		DA
	a. Digital cassette	DC
	b. Digital disc	DD
	c. Digital tape	DT
	d. Punched card	DB
	e. Punched paper tape	DP

General Designation	Specific Designation	Code
IV. DIORAMA		OA
	a. Diorama	OD
V. FILMSTRIP		FA
	a. Filmslip	FL
	b. Filmstrip	FS
VI. FLASH CARD		HA
	a. Flash card	HC
VII. GAME		GA
	a. Game	GM
	b. Puzzle	GP
VIII. GLOBE		QA
	a. Globe	QG
XIX. KIT		KA
	a. Exhibit	KE
	b. Kit	KT
X. MAP		LA
	a. Relief map	LR
	b. Wall map	LW
	c. Map	LM
XI. MICROFORM		NA
	a. Aperture card	NC
	b. Microcard	ND
	c. Microchip	NP
	d. Microfiche	NH
	e. Microfilm	NF
	f. Microjacket	NJ
	g. Micro-opaque	NO
	h. Microprint	NT
	i. Microstrip	NS
	j. Ultrafiche	NU
XII. MODEL		EA
	a. Figure	EF
	b. Mock up	EM
	c. Puppet	EP
	d. Sculpture	ES
XIII. MOTION PICTURE		MA
	a. Kinescope	MK
	b. [illegible]tion picture cartridge	MR
	c. [illegible]tion picture cassette	MC
	d. Motion picture loop	ML
	e. Motion picture	MP

General Designation	Specific Designation	Code
XIV. PICTURE		PA
	a. Art original	PO
	b. Art print (reproduction)	PR
	c. Photograph	PP
	d. Picture	PI
	e. Post card	PC
	f. Poster	PT
	g. Study print	PS
XV. REALIA		RA
	a. Artifact	RF
	b. Specimen	RS
XVI. SLIDE		SA
	a. Film slide	SL
	b. Glass slide	SG
	c. Microscope slide	SM
	d. Stereoscope slide	SS
	e. Audio slide	SO
XVII. TRANSPARENCY		TA
	a. Transparency	TR
XVIII. VIDEORECORDING		VA
	a. Electronic video	VE
	b. Laser disc	VB
	c. Videocartridge	VR
	d. Videocassette	VC
	e. Videocube	VQ
	f. Videodisc	VD
	g. Videotape	VT

7. Basic References Needed for the Organization of Nonprint Media

These volumes are recommended for use in the cataloging and processing of nonprint media. Although the authors of these publications are not in complete agreement the publications nevertheless form a basic reference collection of guides and information tools. The guidelines given above are only a few basic ones which should be considered supplemental to the books listed here.

A. Association for Educational Communications and Technology. The Information Science Committee. Standards for Cataloging Nonprint Materials. 3rd ed. Washington, D. C.: The Association, 1972. (William J. Quinly, Committee Chairman and Editor.)

B. Anglo-American Cataloging Rules. North American Text. Chicago: American Library Association, 1967. (Revision in progress for chapters 6, 7, and 12.)

C. Dewey, Melvil. Dewey Decimal Classification and Relative Index. 18th ed. Lake Placid Club, New York: Forest Press, 1971.

D. Dewey, Melvil. Abridged Dewey Decimal Classification and Relative Index. 10th ed. Lake Placid Club, New York: Forest Press, 1971.

E. Grove, Pearce S., editor. Nonprint Media In Academic Libraries. Chicago: American Library Association, 1974. (Publication in progress.)

F. Hicks, Warren B. and Tillin, Alma M. Developing Multi-Media Libraries. New York: Bowker, 1970.

G. The Library Association (England). Media Cataloguing Rules Committee. Non-book Materials Cataloguing Rules. Working Papers No. 11. London: National Council for Educational Technology with the Library Association, 1973.

H. U. S. Library of Congress. Subject Cataloging Division. Classification. (parts of this multi-volume set were published and are revised at different times.)

I. U. S. Library of Congress. Subject Cataloging Division. Subject Headings Used In The Dictionary Catalogs of the Library of Congress. 7th ed. Washington, D. C.: Library of Congress, 1966.

J. Weihs, Jean Riddle, Lewis, Shirley, and Macdonald, Janet. Nonbook Materials; The Organization of Integrated Collections. 1st ed. Ottawa: Canadian Library Association, 1973.

K. Westby, Barbara M. (ed.) Sears List of Subject Headings. 10th ed. New York: H. W. Wilson Co. 1972.